



HUMAN RESOURCES & RISK MANAGEMENT DEPT.
205 LAWRENCE STREET, MARIETTA, GA 30061
AN EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: PAYROLL MANAGER

JOB NUMBER: 16-23

DEPARTMENT: HUMAN RESOURCES & RISK MANAGEMENT

SALARY RANGE: Pay Grade 120 (Exempt)

Hiring Range: \$51,347 - \$56,599

This position is responsible for managing the city/BLW weekly and monthly automated payroll system. This position provides analytical and technical support to the Human Resources Department for HRIS initiatives and other HRIS-related responsibilities. This includes, but is not limited to: Maintaining quality and consistency of HRIS database information, ensuring personnel actions are in compliance with current Human Resources policies and guidelines, and providing HRIS technical support to Human Resources and city staff. This position is responsible for the supervision and training of one subordinate.

ESSENTIAL JOB FUNCTIONS:

1. Processes weekly payroll for all departments of the city/BLW, as well as pension and monthly payrolls for retirees, the Mayor and council members.
2. Enters payroll changes into computer for payroll deductions, garnishments, bankruptcies, child support, medical benefits, Police and Fire Department pensions, direct deposit, department changes, promotions, demotions, transfers, pay increases, and terminations.
3. Notifies employees of court ordered deductions such as: garnishments, tax levies, student loan defaults, bankruptcies and child support. Ensures deduction calculations are accurate according to court orders.
4. Verifies and remits all Internal Revenue Service tax deposits electronically in a timely manner. This includes payroll, Supplemental Pension, and General Pension.
5. Partners with IT to develop information systems involving integration of multiple platforms, vendor products and technologies
6. Maintains quality and consistency of HRIS database information.
7. Ensures personnel actions are in compliance with current Human Resources and Finance policies and guidelines.
8. Identifies opportunities for improving Human Resources processes through Information Systems changes.
9. Troubleshoots, analyzes, detects, identifies and corrects technical problems and deficiencies.
10. Runs scheduled reports and creates reports as needed for staffing, budgeting and payroll purposes.
11. Assists the finance department with annual audit and creates reports on findings.

JOB TITLE: PAYROLL MANAGER
JOB FUNCTIONS CONTINUED:

JOB NUMBER: 16-23

12. Solely responsible for user authority for payroll/HRIS system to ensure security of the highly sensitive information, while allowing access to the user of the information needed to perform their necessary payroll/HRIS functions.
13. Responsible for file management of departmental records and records retention and destruction as required by state law.
14. Responsible for the implementation of the Sick Leave Sell Back Program annually, ensuring accuracy of hours sold and dollar amounts entered
15. Responsible for recovering repayments of insurance debts, small tools account loans, overdue utility bills owed to the BLW and paycheck overpayments owed the city/BLW from employees.
16. Corrects any paycheck errors and creates a new check in a timely fashion.
17. Tracks Family and Medical Leave Act leave time to ensure maximum amount of hours are not surpassed. Creates file on each person utilizing FMLA. Checks timecard for accuracy of reporting these hours.
18. Ensures Military Leave paperwork is filed in a timely manner and is appropriate for the requested leave according to city/BLW policy. Ensures department head has been notified.
19. Coordinates reclassifications, market and merit increase adjustments with the Director. Responds to questions regarding timing and implementation of pay adjustments. Assists the Budget Manager and HR Director with payroll budgeting and rollover process and authorized vacancies by position.
20. Processes payroll changes for termination or retirement employees; verifies changes from checklist.
21. Answers questions related to payroll and policies and procedures, leave time, and other payroll related questions for employees, spouses, retirees, and others.
22. Prepares the yearly payroll and holiday calendars for approval.
23. Serves as the privacy officer for confidential payroll records and ensures the privacy of all protected payroll information. Ensures that all confidential personal information is handled or released within current HIPAA regulations and city policy.
24. Provides written and telephone verification of employment.
25. Prepares and issues tax documents, such as W-2s and 1099-Rs.

QUALIFICATIONS:

1. A Bachelor's degree in Human Resources Administration, Business Administration, Public Administration or other related field and three (3) years of experience as a manager of a complex, automated payroll processing system; or a minimum of two (2) years of college-level study in Human Resources, Public or Business Administration or related field and a minimum of five (5) years of experience as a manager of a complex, automated payroll processing system.
2. Extensive knowledge of computerized payroll systems, procedures and processes.

JOB TITLE: PAYROLL MANAGER
QUALIFICATIONS CONTINUED:

JOB NUMBER: 16-23

3. Considerable knowledge of payroll reporting procedures, workers' compensation insurance regulations, city policies and procedures, benefits procedures and coverages and familiarity with the associated manuals.
4. Considerable knowledge of current payroll-related IRS, FLSA, COBRA, OBRA, FMLA, military leave, and HIPAA regulations and requirements.
5. Ability to supervise and train subordinates.
6. Ability to plan, organize and implement payroll changes and work without direct supervision.
7. Ability to use own initiative and good judgment, and offer outstanding customer service.
8. Ability to occasionally work holidays, inclement weather days, and other non-scheduled hours as needed to complete weekly payroll deadlines.

REQUIREMENTS: CREDIT & CRIMINAL BACKGROUND CHECK. DRUG SCREEN. SUCCESSFUL COMPLETION OF A SIX-MONTH WORKING TEST PERIOD.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

CLOSING DATE: MARCH 20, 2016